

Flexible Working Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a flexible working arrangement due to family obligations. I would like to propose [specific flexible working arrangement, e.g., adjusted hours, remote work, reduced hours], which I believe will help me better manage my responsibilities at home while continuing to fulfill my duties at work.

I have considered how this arrangement could work and am confident that it would not negatively affect my performance or our team's productivity. I am committed to ensuring that all my work remains completed on time and to the high standards expected at [Company's Name].

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]